

## ELECTIONS TECHNICIAN

### **General Definition of Work:**

Performs intermediate technical work involving election equipment, provides inventory control, and serves as ADA administrator for the Elections office. Performs difficult administrative support work assisting with elections and voter registration. Work is performed under regular supervision of the Elections Director.

### **Essential Functions/Typical Tasks:**

**Repairs and maintains election equipment; technical administrator for set up, maintenance, troubleshooting, and use of elections equipment and software; maintains voter registration listings utilizing SEIMS and other appropriate software and systems.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Provides technical staff support in use of voting equipment, including training, troubleshooting, and writing reports.
- Sets up equipment at voting locations.
- Performs quality control inspections ensuring equipment is secure, safe, and properly maintained.
- Programs, tests, calibrates and maintains voting equipment, maintaining records and logs on procedures.
- Handles routine user problems related to hardware and software, referring complex problems to ITS vendors.
- Prepares routine programs and reports.
- Prepares, maintains, updates, and verifies accuracy of voter registration records and input of information in the SEIMS software.
- Maintains inventories of voting equipment and supplies.
- Ensures ADA requirements are met at voting locations and prepares reports.
- Communicates questions, problems, and concerns with appropriate equipment vendors.
- Distributes voter list as allowed by statute.
- Provides staff support for data entry, SEIMS applications, and other projects.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Knowledge of repair and maintenance of elections equipment; of Windows and website application; and of office practices and procedures. General knowledge and understanding of the content, substance, and application of NC General Statutes Chapter 163, NC Administrative Code Title 8, State Board of Elections policies, and of local Board of Election policies. Ability to type accurately and at a reasonable rate of speed; to learn and use the SEIMS management system; to communicate effectively in oral and written form; to answer inquiries independently; to coordinate a variety of resources in acquiring information; to exercise considerable tact and courtesy in contact with the general public and other agencies; to maintain an effective working relationship with associates and the general public; to apply a variety of procedures and regulations to a specific task is required; and to attend work regularly.

### **Education and Experience:**

Requires graduation from an appropriately accredited community college an associate's degree and considerable experience in the operation of computer equipment and the application of software processes; an equivalent combination of education and experience may be considered.

### **Physical Requirements:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; seasonal periods require the exertion of 50 pounds of force frequently; work requires stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, hazards and atmospheric conditions.

### **Special Requirements:**

Actively commissioned as a North Carolina Notary Public, or obtain commission within one year of employment. Possession of an appropriate driver's license valid in the state of North Carolina.